
ARCHITECT: _____
AGENCY OR INSTITUTION: _____
PROJECT NAME: _____
PROJECT NUMBER: _____
CONTRACTOR: _____
DATE: _____

In order to expedite the work and avoid or minimize delays in the work which may affect the contract sum or contract time, the contract documents are hereby amended as described below. Proceed with this work promptly. Submit final costs for work involved and change in contract time (if any), for inclusion in a subsequent Change Order, per paragraph 7.3 of the General Conditions.

Description:

Attachments (insert listing of documents that support the description):

Proposed method of determining change in the contract sum, per paragraph 7.2 and 7.3 of the General Conditions:

_____ (lump sum, unit prices, cost plus fee, or other.)

Architect/Engineer:	_____	Date
Project Manager:	_____	Date
Program Director:	_____	Date
Funding Verification:	_____	Date